MyConnection
myconnection.skhealth.ca

CHECKLIST

Leave Cancellation Approvals

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

To approve or deny leave cancellation requests:

❑ Log in to MyConnection at www.MyConnection.skhealth.ca.

❑ Log in to the Scheduling Portal either:

   a. Clicking on "MyWork" on the top right hand menu on the MyConnection home page. You then click on "MyScheduling".

      or

   b. Clicking on "MySchedule" under the Important Links section of the MyConnection home page.

      or

   c. Clicking on "MyServices" on the top menu. Then under the "Categories" menu on the left of the page, click on "Human Resources" then "Scheduling/Timekeeping" and then click on the "Scheduling Portal" tile

❑ Select "Open" on the "Resolve Requests" tile.

❑ Select the applicable "Location", "Department" and "Job".

❑ Enter the "Start Date" and "End Date" of the leave.

❑ Under "Request Choice", select the type of leave that was requested.

❑ Select "Next".

❑ In the "Action" field, select "Approve" or "Deny" for the leave cancellation request.

❑ Provide any "Comment" that will support the denial reason.

❑ Once selected, click "Submit". *A "Successfully Submitted" message should appear.*